

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
Housing Choice Voucher Program
Policy/Procedure Manual

CHAPTER XXIV. FOIA REQUESTS
Exhibit A

Housing Agents’ Letterhead or Name and Address

[DATE]

[ADDRESS OF PARTY REQUESTING DOCUMENTS]

RE: Your Request for Documents/Information Dated:_____

Dear _____:

I write on behalf of **[Name of Agent’s Firm]** in connection with your request for documents dated **[Date of Request]**.

Please be advised that your request may be subject to the Michigan Freedom of Information Act (“FOIA”). Requests for documents under FOIA can only be made to public bodies. **[Name of Agent’s Firm]** is an independent contractor for the Michigan State Housing Development Authority (MSHDA) and is therefore not authorized to accept requests for documents or information on behalf of MSHDA or forward such requests to MSHDA.

If you wish to make a request for documents or information to MSHDA, you must put your request in writing, and either e-mail, FAX, hand deliver it, or send it via the U.S. Postal Service or commercial carrier as follows:

MSDHA
735 E. Michigan Avenue
Lansing, MI 48912
Attn.: Office of Legal Affairs

FAX: (517) 241-8471

Sincerely,

[SIGNATURE], a member/shareholder/ of [NAME OF AGENT’S FIRM]
or
[SIGNATURE], for [NAME OF AGENT’S FIRM]